

Mission Staff Assistant and IMU2 Classroom training

Sacramento Executive Airport
23 FEB 2008

Course Objectives

This course is intended to provide a basic introduction and familiarization with the IMU2 (Incident Management Utility v.2) and to cover several of the training tasks for Mission Staff Assistant. The IMU training will cover installation, configuration, creating a mission, mission sign-in, basic mission management, and printing forms.

Registration

Space is limited to 20 attendees so please register in advance to reserve your spot by contacting [Lt Col John Aylesworth](#). You may be either a Senior or cadet but must have General ES rating.

Preparatory Tasks

1. Complete the NIMS G193 (FEMA ICS-200) Course online
<http://training.fema.gov/EMIWeb/IS/is200.asp>
2. Download and review the Mission Staff Assistant SQTR
<https://ntc.cap.af.mil/es/sqtrs/SQTR%20Mission%20Staff%20Assistant.pdf>
3. Download the Mission Base Task Guides and read those tasks in the MSA SQTR
<https://ntc.cap.af.mil/ops/es/TrainingMaterials/MBTG-11Apr05.pdf>
4. On the laptop you will bring to class, download and install the Microsoft .NET Framework v.1.1 Redistributable Package (IMU2 will not work with .NET Framework 2.0 or later)
<http://www.microsoft.com/downloads/details.aspx?familyid=262D25E3-F589-4842-8157-034D1E7CF3A3&displaylang=en>
5. Download the current IMU2 application from WMU (Wing Management Utilities)
 - Go to the WMU at <http://wmu.nat.cap.gov/>
 - Select Web WMU
 - At the warning screen, select "[Continue to this website \(not recommended\).](#)"
 - Click on the Incident Commander button
 - Enter your CAPID and password
 - Click on the Download Wing Database button and then
 - [Download current IMU Application Release and/or Register as an IMU User.](#)
 - There is no need to register as an IMU user (unless you are currently qualified as **IC1, IC2, IC3, AL1, AL2, AL3, OSC, PSC, LSC, FASC, GBD, AOB, or CUL**)
 - In the middle of the screen click on the link to download the current version of IMU2. The link reads **The current IMU-2 Release is [Release 2.1.2.46](#)**
 - Install IMU2 and create a shared IMUdb directory per the readme file
6. Install the DoD Security Certificate: <https://missions.cap.af.mil/installroot.exe>
7. Contact the Course Instructor ([Lt Col John Aylesworth](#)) to obtain a copy of the wing database to use with the IMU2

Class on Saturday 23 FEB 2008

1. Location: Sacramento Executive Airport, 6151 Freeport Blvd, Sacramento, CA 95822
Main Terminal building, first floor conference room
2. Time: Arrive by 0830. Class is from **0900-1500**
3. Cost: **\$5** (make checks payable to CAWG Unit CA-151)
4. Uniform:
 - Seniors: CAP Blue Polo/Golf Shirt with Gray Pants is preferred
 - Cadets: Basic Service Uniform.
5. Bring your laptop that has Wi-Fi capability and with IMU2 installed. We will not have much time to install, setup, configure and troubleshoot configurations during class.
6. Bring your CAP ID Card, Ops Qual (CAP Form 101) and MSA SQTR with you
7. Bring your FEMA ICS 200 course completion certificate with you
8. Bring money for lunch. Breakfast is not provided, so eat before you arrive.

Class Curriculum

Mission Staff Assistant

Review MS SQTR

<https://ntc.cap.af.mil/es/sqtrs/SQTR%20Mission%20Staff%20Assistant.pdf>

Review Base Staff Powerpoint slides:

<http://www.cap.gov/documents/MSAppt.ppt>

Review Mission Base Task Guides:

<https://ntc.cap.af.mil/ops/es/TrainingMaterials/MBTG-11Apr05.pdf>

Familiarization and Preparatory training

Task P-2006 Demonstrate knowledge of the mission staff assistant responsibilities

Advanced Training

P-0101 Demonstrate the ability to keep a log

P-2002 Demonstrate the ability to escort dignitaries and visitors at mission sites

P-2003 Demonstrate the ability to process incoming resources for use on the mission

P-2005 Demonstrate collection and updating of incident status information

L-0001 Basic Communications Procedures for ES Operations

IMU2

1. Installation, Configuration
2. Downloading the IMU2 database
3. Understanding IMU2 tool:
 - Process driven and very modal (have to do one thing before you do the next)
 - Data is immediately written to the database realtime
 - Can be configured for different types of connectivity
 - Can transfer data to WMIRS (need DoD security Certificate installed)
4. Create a mission
5. Use Incident Checkin Module
 - Sign yourself and two other personnel into the mission. If Next of Kin is red, will need to click on it to enter data,
 - Include your own personal vehicle. Be sure to select Details and check box Approved by Cmdr for SAR (very important!)
 - Include one aircraft (Tail# = N+ <last 4 digits of your home phone#>)
6. Use Air Operations Module
 - Create CAPF 104
 - a. Select New sortie
 - b. Select aircraft Tail#, type and sortie type
 - Create an Aircrew
 - a. From the aircrew tab select New from Crew Name
 - b. Select PIC and Co-Pilot/ MP Trainee and Observer/Scanner
 - c. Click green Build Crew button
 - Create a Task Summary (enter grid ref#, must enter grid details)
 - Briefing (select task, scroll thru details),
 - Briefing: Tactical Risk management
 - Briefing: Complete
 - Review Pilot Qualifications tab
 - Flight Release: check all boxes, enter FRO WMU PIN (Sortie Status changes to Planning)
 - Air Operations: Contact Module
 - a. Enter a Radio Check from aircraft. Check Status Board
 - b. Enter an Enroute contact. Check Status Board
 - c. Enter In Assigned Area. Check Status Board
 - d. Enter Ops Normal. Check Status Board
 - e. Enter Other with "Conflicting Aircraft in Grid"

- f. Enter RTB. Check Status Board
 - g. Enter ATA. Check Status Board. Aircraft / sortie removed
 - h. Now sortie can be debriefed on Debrief tab
- Air Operations: Debrief tab
 - a. Select sortie to debrief
 - b. Confirm ATA, Flight time to/from area and Flight Time in Assigned Area
 - c. Enter Ending Tach, Hobbs Start, Hobbs End, Fuel (gals), Fuel/Oil Cost, Oil Used (Qts), Paid by and Receipt Reference#, Click Next
 - d. Enter Sortie results (type, description, location, time), Click Next
 - e. POD Calculation: complete all fields. Notice affect on efficiency score and POD calculation of selecting different options for Search Results, altitude, visibility, etc. Click Next
 - f. Complete narrative of Sortie results (weather, sortie results, attachments/deliverables)
- Air Operations: CAPF 104: Note Sortie Status is Completed.
- Air Operations: Aircrew: Note aircrew is Available for another tasking or may be Dissolved.
- Click red Dissolve Crew button to make personnel available for other assignment(s)
- 7. Ground Operations
 - CAPF 109 tab
 - a. Sortie: New,
 - b. Select License, Type, Sortie type
 - c. Enter Callsign.
 - Gnd Team Tab:
 - a. Crew Name: _New, UDF Team
 - b. Select Leader and Passenger 1 (use Checkin pool if needed)
 - c. Click green Build Team button
 - Tasking tab
 - a. Short Name: _New, then edit short name to say: Interview Residents area 1
 - b. Agency: USAF
 - c. Contact: Joe Smith, Contact Phone: 123-456-7890
 - d. Type: Search & Rescue
 - e. Enter description, and then click Enter button
 - CAPF 109 tab
 - a. Leader (select crew leader)
 - b. Select task name you entered above
 - c. Status: Planning
 - d. Enter ETD and ETA
- 8. Logistics: Communication Log module
 - a. Enter time
 - b. Callsign of ground team
 - c. Sortie#
 - d. Frequency
 - e. Type: Status Update
 - f. Select radio Check
 - g. Note that Status Board is updated and update on CAPF 109 under Contacts tab
- 9. Finance/Admin Module review